

## WisVote Post Election Webinar Frequently Asked Questions (FAQs)

On the WisVote poll book, could the "next" button (>>) be set to "process" so we don't have to click two buttons once finished with a page?	The user must be able to scroll page by page by pressing the “next” without processing each page. The “process” button is a verification of the participations you are about to record before moving to the next page.
How do you record an absentee ballot as returned to be rejected?	<ol style="list-style-type: none"> <li>1. From the “Absentee Ballots Associated” view, mark the record.</li> <li>2. Click on the “Record Returned Mailings” button above the column headers.</li> <li>3. From the “Record Returned Mailings” pop up, enter the mailing ID</li> <li>4. Select “Returned to be Rejected” as the response type from the dropdown menu.</li> <li>5. Select the appropriate “Rejection Explanation” from the dropdown menu.</li> <li>6. Click the “Record” button</li> <li>7. Close out the “Record Returned Mailings” pop up.</li> <li>8. Refresh your “Absentee Ballots Associated” view.</li> </ol>
If a voter is deceased and we receive the voted ballot, should we be recording it as “returned to be rejected” and then reject it at central count rather than inactivating the ballot and then rejecting it at the polls?	Yes. Such an absentee ballot should remain in an active status until a final determination is made at central count. Recording the ballot as “Returned to be Rejected” leaves the ballot in an active status but will not be included in the “Returned” count for reconciliation purposes.
We were of the opinion that the indefinitely confined letter was sent after two occurrences of not returning an absentee ballot. Is this correct?	Not exactly. It is WEC policy is to not send the indefinitely confined letter for electors who do not return an absentee ballot for a primary election primarily due a likely overlap between the 30 days that a voter has to respond to the letter and when absentee ballots are required to be sent for the Spring or Fall election.
Should the indefinitely confined letter be sent to voters whenever they don't return a ballot by election day?	If a ballot is “returned after deadline” (Election Day), it is WEC policy to allow the voter to remain on the absentee list and not send the letter.
Is the letter something that a provider sends on behalf of the relier?	Yes, if sending the indefinitely confined letter is contained in the memorandum of understanding between the municipality and the County.

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I'm still not seeing the option to record a ballot as "Returned to be Rejected".	Start by clicking on the "Record Returned Mailings" button above the column headers on the "Absentee Ballots Associated" view and select "Returned to be Rejected" from the "Response Type" dropdown menu.
When we mark a ballot as returned to be rejected (voter is deceased) does that inactivate the voter record or do we need to inactivate the voter record AND deactivate the absentee ballot application?	Recording the absentee ballot as "returned to be rejected" with the reason "deceased" does not deactivate the absentee application or the voter record. WisVote will deactivate the absentee application when the voter record is deactivated.
Is the indefinitely confined to be sent within 30 days of the general election?	Wisconsin Statutes do not specify when the letter must be sent. The WEC recommends that it you wait up to 30 days before sending them as a ballot may be returned after the deadline and the voter may receive credit for doing so. The indefinitely confined letter should not be sent to those voters.
I have an indefinitely confined voter at a health care center for rehabilitation. I cannot send the ballot to the residence as she is having her mailed sent to a friend's home - do I send the ballot to the friend's home or to the health care center?	The mailed ballot should be sent to the address on the application. If the address is the care facility and the care facility is serviced by SVD's, then the ballot should be administered by the SVD. If the address is the friend's home, then it should be mailed to that address.
How do residents at a rehabilitation center serviced by Special Voting Deputies register after the close of registration. They are unable to come to my office to do so.	Voters at a care facility must register before the close of registration, at the municipal clerk's office or at the polling place on Election Day.

I have entered dates that ballots were returned and received a notice: " Bad Request" This is the first time this has ever happened. What is the cause?	When you receive this error, if you can do a screenshot of it and email it to our Help Desk at that time we can look into this further.
If a resident is in a rehabilitation care facility outside of our municipality, does he/she have to register in that municipality. Voter is only there for a couple weeks of rehabilitation.	No. If the voter continues to maintain their residence in your municipality, they may also retain their voter registration there.
How often are the death certificates updated?	The deceased Registration List Alerts are updated monthly from the Wisconsin Department of Health Services.

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Where are the FAQs posted?	Frequently Asked Questions for the webinars are located on the Election Commission website at: <a href="https://elections.wi.gov/clerks/education-training/webinars">https://elections.wi.gov/clerks/education-training/webinars</a>
Are the deactivate options not active under the ellipsis (...) until Election Day? They aren't there now.	First, you must highlight a record or records to make the deactivate button appear. Also, if you have a wide screen with more room for the buttons above the column headers, then the deactivate button may appear above the column headers and not the ellipsis.
And how do you mark "returned, to be rejected"?	Use the "Returned Mailings" button. Follow the directions from the second question.